



## **State Quality Assurance Plan FY 2009**

### **State Quality Reviews (APR, SOQR and FOPQR)**

#### **A. Area Program Review (APR)**

All reviews will be documented using the Indiana Quality Assurance database or spreadsheet as approved by the ASTC- QA&E. The database or spreadsheets will include review questions, findings, recommendation, commendations, and action items. Civil Rights Compliance Reviews (CRCR) may be conducted at the same time as the APR. If the CRCR is conducted along with the APR, findings will be submitted along with the findings of the APR.

##### **1. Review Offices:**

Southwest Area Office

Field Offices as part of the APR:

Specific offices to be visited will be designated at least 30 days prior to the review. Review offices for the APR will be selected from a list of offices that the AO has already reviewed during the current year if possible. Some may be selected from the past FY if FOPQR or AQP activities have not been completed in enough offices for a good review to be conducted. Practices, plans, and contracts will be randomly selected from a list of practices for each office to be reviewed.

##### **2. Review Team Members**

ASTC Quality Assurance & Evaluation  
ASTC Programs  
ASTC Outreach and Communications  
State Resource Conservationist  
ASTC Operations  
State Conservation Engineer  
State Soil Scientist  
State Administrative Officer

### **3. Review Team Leader**

ASTC-Quality Assurance and Evaluation

### **4. Schedule**

Month of March

(Actual Dates will be established at the October Leadership Team Business Planning Meeting)

### **5. Forms**

A QA database or spreadsheet will be used for documenting review findings for APR and FOPQR.

### **6. Reports**

APR findings will be submitted to the ASTC-QA&E within three days following the end of the review. The ASTC-QA&E will provide a compiled report to the STC within one week after all findings are submitted.

## **B. Field Office Program Quality Review (FOPQR)**

All reviews will be documented using the Indiana Quality Assurance database or spreadsheet as approved. The database will include review questions, findings, recommendation, commendations, and action items. A minimum of one office per area will be reviewed each year as designated on the review schedule included in this plan. One additional office may be added to the list as required in order to achieve the required five percent statewide. Civil Rights Compliance Reviews (CRCR) may be conducted at the same time as the FOPQR. If the CRCR is conducted along with the FOPQR, findings will be submitted along with the findings of the FOPQR.

### **1. Review Offices**

(See attached spreadsheet.)

One office as a minimum, as designated on the state schedule, will be reviewed each year. Reviewed offices will include field, Conservation Implementation Team, and RC&D offices. Additional offices may be reviewed at the AC discretion and will be included on the schedule.

Conservation Implementation Team Offices and other special offices will be included on the same basis as field offices.

## **2. Review Team Members**

Area Conservationist  
Resource Management Specialist  
Engineer  
Area Program Specialist  
Area Resource Soil Scientist  
Grazing Specialist  
Field Operations Assistant  
Others as needed

## **3. Review Team Leader/Coordinator**

Area Conservationist/Leader  
Resource Management Specialist/Coordinator

## **4. Schedule**

(See attached spreadsheet.)

## **5. Forms**

QA database or spreadsheet  
Annual Quality Review forms (optional)

## **6. Reports**

Quarterly Status and Year End Summary reports  
Any Civil Rights Compliance Review findings  
FOPQR results in summarized quarterly reports and year end summaries  
Quality Assurance spreadsheets and workbooks used for documentation during the FOPQR (submitted with the summary report)

## **C. Annual Quality Review (Annual Spot Checks)**

All reviews will use the state approved forms and checklist for documenting items to be checked, findings, recommendation, commendations, action items, and for scheduling action item due dates. Practices will be selected at random from a list of all practices applied within the Conservation Implementation Team service area. At least five percent of each practice will be reviewed. The work of each employee planning and/or applying practices will be checked at least once every three years.

## **1. Review Offices**

All Field and Tech Team Offices

## **2. Review Team Members**

Resource Management Specialist  
Engineer  
Area Program Specialist  
Others as needed

## **3. Team Leader/Coordinator**

Resource Management Specialist

## **4. Schedule**

(See attached spreadsheet.)

## **5. Forms and Checklists to Be Used**

Engineering Checklist  
Conservation Plan Documentation Checklist  
Agronomy Checklist  
Grazing Checklist  
Summary of Findings Form  
Tracking Sheet for Practices and Individuals Checked

## **6. Reports**

Quarterly Status Report  
Year End Summary Report

## **D. Conservation Compliance (HEL and WC)**

Procedures as issued by the IN Programs Staff will be followed, and findings will be reported using an on-line process.

## **E. Other Reviews (SOQR and MLRA)**

### **1. Review Section (SOQR)**

The State Office Quality Review will be conducted in one management area each year as designated on the review schedule. This review may be done in a variety of ways including but not limited to questionnaire to field employees requesting input on quality of products, support and services provided. Sections to be reviewed on a rotational basis are: Programs, Administration, Technology, Soils, Operations, Public Affairs, Engineering, Quality Assurance and Training.

### **2. Review Team**

The review team will be made up of the ASTC-QA&E and the ASTC-OPS (other as designated).

### **3. Team Coordinator**

ASTC-QA&E

### **4. Schedule**

Will be completed during the final quarter of the FY.

### **5. Forms**

Questionnaires will be developed by the section manager and distributed to selected reviewers, by the ASTC-QA&E.

### **6. Reports**

Questionnaires and other findings

A summary of findings

Agreed-to items and an implementation schedule

Quarterly Progress Reports

A SOQR report will be submitted to the STC within two weeks after all input is received.

### **7. Review Section (MLRA)**

The State Soil Scientist will develop a QA plan for Soil Survey operations within the state.

MLRA QA findings will be submitted to the ASTC-QA&E within two weeks following the end of the review. The ASTC-QA&E will summarize the report and provide it to the STC within one week after receiving the information.

## **F. Due Dates**

The following list of due dates is a summary of reporting requirements found in policy for the 2009 FY QA process.

1. All final review questions, checklists, forms, offices to be reviewed, review and schedules are to be provided to the ASTC-QA&E by review team members and as summarized by review team leaders, **by August 31.**
2. The ASTC-QA&E will summarize and finalize the State QA Plan for the fiscal year and submit it to the State Conservationist **by September 15.**
3. The State Conservationist will approve the final plan **by September 30.**

4. Quarterly Status Reports (FOPQR & AQR) will be submitted by the Area Resource Management Specialist to the ASTC QA&E during the last week of each fiscal year quarter. The ASTC-QA will compile reports and submit the compiled information to the STC **within two week of receiving** the quarterly report.
5. The Area Resource Management Specialist will submit an Annual Summary and Status Report to the ASTC-QA&E for the prior fiscal year by October **15**. The ASTC-QA will compile reports and submit the compiled information to the STC **by November 1**.
6. The STC will hold a QA meeting with Area and state staff to review QA activities for the prior year on **November 19, 2008**.
7. Civil Rights Compliance Review findings from reviews conducted at the time of the APR or FOPQR will be submitted to the ASTC-QA&E along with QA reports. These findings will be compiled or summarized by the ASTC-QA&E and provided to the STC within one week of receiving all the information.

#### **G. Follow-up Report of Prior Year Activities**

1. The State Conservationist will submit a State Quality Assurance Report to the Regional Assistant Chief and the Director, Operations Management and Oversight Division **by December 30** for the prior fiscal year.